



Payroll Specialist with English and Dutch

Main objective of role

- To administer and control 2 weekly payrolls and 3 monthly payrolls
- Import weekly hours data from the time management system in order to administer the weekly payrolls
- To efficiently manage a busy starters and leavers process
- To liaise with pension providers on pension matters
- To respond to and resolve payroll queries from associates
- To cooperate closely with different stakeholders (HR SSC, local HR and Finance teams)

Requirements

- Fluent command of English and Dutch
- Min. 1-2 years of professional experience in the area of SSC and/or Payroll/HR
- Working knowledge of MS Outlook, MS Office and Windows operating system
- Professional experience in the area of finance would be a strong asset
- Strong customer focus and interpersonal skills
- Excellent communication skills and 'can-do' attitude

We are offering

- Working in an international company, first-in-class in its business area
Opportunity for professional growth - challenging and rewarding work with a dynamic, international team
- New, modern offices in the city center developed to work and live healthy lives
- Friendly work environment and healthy oriented culture (healthy food, sport activities, participation in pro-health actions and events, charity initiatives)
- Competitive compensation and motivation system
- Great benefit package (e.g. health insurance, medical care, lunch vouchers, sport /entertainment bonus)

If that role sounds interesting please contact us and send your CV:

careers.wroclaw@cielotalent.com